

# Gold #3F

**Write a policy that requires food service staff to have appropriate pre-service training and regular participation in professional development activities.**



**Definition:** A policy must be written that requires food service staff to have training before they are hired. If you have food service staff currently working without training they must attend a training before the completion of the gold level. The policy must also include a requirement that food service staff receive annual professional development training.

**Rationale:** A well-trained and well-educated food service staff will:

- Prepare more nutritious food that appeals to students
- Offer a greater variety of nutritious food
- Prepare food safely to reduce the incidence of illness
- Present food in a manner that appeals to students

Healthy school meals provide the energy and nutrients that students need to perform well in school. By providing a variety of healthy foods for school meals the food service staff can help students learn to enjoy many different foods and develop healthy eating habits.<sup>1</sup>

1. Journal of the American Medical Association, *School-based nutrition programs and services*. 1993. Vol. 93

## Resources

*Changing the Scene*

A Guide to Local Action

Pages 15, 17, & 25

School Nutrition Association

<http://www.schoolnutrition.org/Index.aspx?id=30>

Team Nutrition

<http://schoolmeals.nal.usda.gov/Training/index.html>

Fruits and Vegetables Galore

[http://www.fns.usda.gov/tn/Resources/fv\\_galore.html](http://www.fns.usda.gov/tn/Resources/fv_galore.html)

School Foodservice Guide

[http://www.pbhcatalog.com/acatalog/School\\_Food\\_Service\\_Guide.html](http://www.pbhcatalog.com/acatalog/School_Food_Service_Guide.html)

# Assignments

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## **School Coordinator Assignments**

- Determine school's current policy
- Determine how school will incorporate policy
- Review policy
- Introduce policy in faculty meeting and to food service
- Promote awareness of the policy among school leaders and teachers
- Assess teacher awareness of the policy

## **Mentor Assignments**

- Provide school coordinator ideas/resources to support this policy
- Provide examples of written policy to school coordinator
- Write policy, give draft to school coordinator and principal
  - Include food service administration when writing policy
- Submit a draft of the policy to your LHD
- Revise policy if necessary, and submit to principal for endorsement
- Provide school coordinator with promotion ideas
- Include final policy end-year report



## Gold #3F Ideas

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- Provide reimbursement for trainings
- Encourage food service staff to attend trainings together
- Use Fruits and Vegetables galore as a training tool



# Food Service Training Policy Template

A policy defines an action a school will be taking to improve their health environment. Policies make lasting changes, and stay with the school through faculty and administrative changes.

A Gold Medal Schools policy must include an Intent, Rationale, and Reinforcement. The school's copy of the policy must also include the principal's signature. Use this template to write your policy (all information is required).

A sample policy for this criterion can be found on the next page.

## **The policy must include...**

- ❑ Intent
  - "Food service staff must receive adequate training or certification before hire or within six months of hire."
  - List the training(s) your school will require
  - "Food service staff must attend professional development training every \_\_\_\_ years."
- ❑ Rationale
  - Support for this policy
- ❑ Reinforcement
  - How this policy will be communicated to appropriate people
  - "This policy will be reviewed each year"

# Food Service Training Policy

**Intent:** In an effort to ensure the health, and safety of our students and staff, Green Meadow Elementary will require food service staff to:

- Be certified by the School Nutrition Association before hire, or within six months of hire date
  - Any food service staff currently working at the school who has not received the School Nutrition Association certification must become certified within six months of this policy being signed
- Participate in professional development activities every three years. These activities include but are not limited to
  - Attending a Serve Safe class
  - 45 hours of continuing education in the following areas:
    - Operations
    - Nutrition
    - Administration
    - Marketing

**Rationale:** A well-trained, and well-educated food service staff will:

- Prepare more nutritious food that appeals to students
- Offer a greater variety of nutritious food
- Prepare food safely to reduce the incidence of illness
- Present food in a manner that appeals to students

Healthy school meals provide the energy, and nutrients that students need to perform well in school. By providing a variety of healthy foods for school meals the food service staff can help students learn to enjoy many different foods, and develop healthy eating habits.<sup>1</sup>

**Reinforcement:** Food service staff will be informed of this policy and will receive the training, and certification that is necessary to comply with this policy. When hiring new food service personnel they will be required to either be certified by the School Nutrition Association or receive the certification in 6 months. This policy will be reviewed each year.

## PRINCIPAL ENDORSEMENT

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

1. Journal of the American Medical Association, *School-based nutrition programs and services*. 1993. Vol. 93